

SECTION 31a AT-RISK

Office of Field Services
Revised 2014

Accelerating Student Achievement

- Using the School Improvement Process
- Working in Partnerships
- Maximizing allowable use of resources



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Section 31a State School Aid Act



Outcome

To understand program requirements.

- Reading proficiency by the end of grade three.
- High school graduates must be career/college ready.
- Activities/strategies driven by the CNA and LEA continuous improvement plans

Navigate the MDE website to review available resources.

Section 31a Program Description

100% of Section 31a Funds may be used in school wide reform to provide instructional or non-instructional services consistent with the continuous school improvement plan if 40% or more of pupils are identified as at-risk.

- Research based
- Applicable to any grade level
- Applicable to any content area that will enhance proficiency in the MME

Section 31a Program Description

Beginning in 2014-2015, if a district, public school academy, or the education achievement system does not demonstrate to the satisfaction of the department that at least 50% of at-risk pupils are reading at grade level by the end of grade 3 as measured by the state assessment and demonstrate to the satisfaction of the department improvement over 3 consecutive years in the percentage of at-risk pupils that are career- and college-ready as measured by the pupil's score on each of the individual subject areas on the college entrance examination portion of the Michigan merit examination under section 1279g(2)(a) of the revised school code, MCL 380.1279g, the district, public school academy, or education achievement system shall ensure all of the following:

Section 31a Program Description

- (a) The district, public school academy, or the education achievement authority (EAA) shall determine the proportion of total at-risk pupils that represents the number of pupils in grade 3 that are not reading at grade level by the end of grade 3, and the district, public school academy, or the education achievement system shall expend that same proportion multiplied by $\frac{1}{2}$ of its total at-risk funds under this section on tutoring and other methods of improving grade 3 reading levels.

Section 31a Program Description

- (b) The district, public school academy, or the EAA shall determine the proportion of total at-risk pupils that represent the number of pupils in grade 11 that are not career- and college-ready as measured by the student's score on each of the individual subject areas on the college entrance examination portion of the Michigan merit examination under section 1279g(2)(a) of the revised school code, MCL 380.1279g, and the district, public school academy, or the education achievement system shall expend that same proportion multiplied by 1/2 of its total at-risk funds under this section on tutoring and other activities to improve scores on the college entrance examination portion of the Michigan merit examination.

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- Allocations

ESTIMATED

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➤ Grant Application

There is no application.

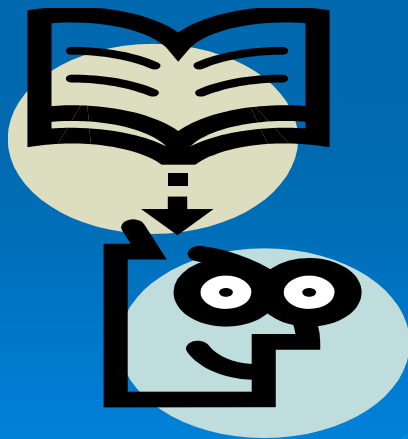
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- Resource Materials

IDENTIFYING WORKSHEETS

Grades K-3

Grades 4-12



Office of Field Services
Identification Criteria for Section 31a Pupils in Non-Priority or Priority Successor Schools*
Grades K-3 Worksheet

School: Teacher: Grade: Year:

List eligible 31a At-Risk pupils and check all criteria that apply to each pupil.

Name of Student	Core Academic Objectives Not Met (1 Area)		or	Risk Factor (1 Area)		or	In the Absence of Local or State Assessments					
	At risk for not meeting districts core curricular objectives in ELA or mathematics	Not proficient on 2 or more state-administered assessments for ELA, math, social studies or science		Victim of child abuse or neglect	Family history of school failure, incarceration, or substance abuse		Risk Factors (2 Areas)					
							Absence > 10% of the enrolled days or 10 school days during school year	Eligible for free breakfast, lunch or milk	Migrant	Homeless	English Language Learner	An immigrant within the past 3 years
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Office of Field Services
 Identification Criteria for Section 31a Pupils in Non-Priority or Priority Successor Schools*
 Grades 4-12 Worksheet

School: Teacher: Grade: Year:

[illegible]

*As defined in ESEA of 2001 Flexibility Waiver

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Unallowable

ADMINISTRATION!

See the *Michigan Public
School Accounting Manual.*

ACCOUNTABILITY

A School District/PSA/EAA must identify the proportion of students not reading at a 3rd grade proficiency at the end of 3rd grade and shall expend that same proportion multiplied by $\frac{1}{2}$ of its total at-risk funds on tutoring and other activities to improve grade 3 reading levels.

ACCOUNTABILITY

A School District/PSA/EAA must identify the proportion of students not career/college ready in 11th grade as scored on individual subject areas of the MME and shall expend that same proportion multiplied by $\frac{1}{2}$ of its total at-risk funds on tutoring and other activities to improve scores on the college entrance examination portion of the MME.

ACCOUNTABILITY

- Schools/districts should focus on achieving the objectives, strategies and activities included in the LEAs/school continuous improvement plan for the 'at-risk' pupils to ensure that pupils are proficient in reading by the end of 3rd grade and that high school graduates are career and college ready.

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PA 25

Districts/schools are to fund initiatives, programs and strategies that are included in the LEA/school continuous improvement plan.

Examples of Allowable Uses Instructional Services

- Instructional staff,
- Instructional materials, software, or equipment to implement instruction,
- Job embedded, ongoing, research-based professional learning to improve the quality and fidelity of instruction,

Examples of Allowable Uses Instructional Services

- Development, enhancement and implementation of curriculum, formative or interim assessments and evidence/research based instruction to improve student learning,
- Mentoring, coaching, and collaboration among instructional staff to improve student learning,

Examples of Allowable Uses Instructional Services

- Programs and activities to engage students and parents more actively in instruction and improve learning outcomes,
- Implementation of high quality, credit recovery, extended day or year and similar programs that will accelerate student learning.

Allowable Uses Instructional Services

The supplement, not supplant provision of Section 31a has been omitted to give school staff increased flexibility to reach proficiency at 3rd grade and college or career readiness in 11th grade.

Allowable Uses

Non-instructional

- Medical, counseling or behavioral intervention programs/services can include counselors, nurses, social workers or staff with specialized training in behavioral intervention strategies,
- Community Medical Referrals,
- Dental Care,
- Substance Abuse Counseling,
- Sexually Transmitted Disease (STD) Education,
- Mental Health Services,
- Prenatal Care,
- Immunizations
- Obesity.

Section 31a FOCUS

- The MDE requires school staff to focus Section 31a resources on the LEA/school improvement goals and objectives to ensure that pupils are proficient in reading by the end of 3rd grade and that high school graduates are career and college ready by implementing and evaluating the school improvement plan with fidelity. Districts and schools are still accountable toward improving academic achievement of ***all*** eligible 31a at-risk students placed in grades K-12.

Section 31a Carry Over

- Unobligated funds must be spent within the next school year. If the funds are not expended and reported in the July 15th annual report, the funds are returned to the State's School Aid budget.

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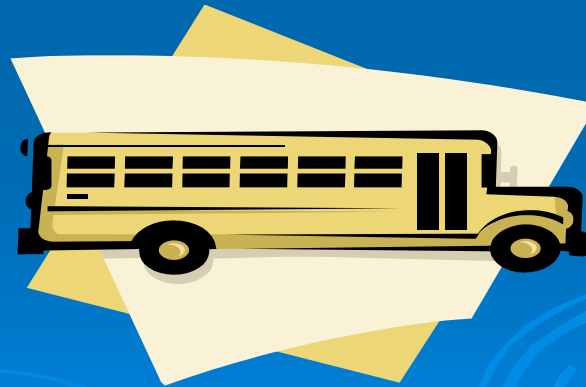
- Program Reports

- Due Date
- MEGS+
- Changes



On Site Reviews

- District Study Guides and Explanations



On Site Reviews

District Interview for Federal and State Supplementary Programs

Intended Participants – Superintendent, Federal Programs Coordinator and/or staff responsible for individual Federal/State programs, staff members who implement district-level programs.

Guiding Questions/Statements:

- Describe your Section 31a programs
- Describe how the district fulfills its oversight responsibilities for this program

District Evidence that Could be Reviewed:

Eligibility worksheets
Staff logs of Section 31a activities
Job descriptions of Section 31a staff
Implemented procedure for program oversight
Evidence of program planning, implementation, and review

Indicators	Y, CR	Evidence & Explanation District Must Complete This Column for All Indicators
1. At the district level, a written process is in place to provide oversight for Section 31a programs and services. [Sec. 31a (1, 14)]	<input type="checkbox"/>	<input type="checkbox"/>
2. The district has a written process in place that identifies the data used to measure proficiency. [Sec. 31a (1, 14)]	<input type="checkbox"/>	<input type="checkbox"/>
3. The district has a written process in place to ensure that stakeholders are updated on allowable uses of Section 31a funds to ensure services are allowable and in accordance with Section 31a legislation. [Sec. 31a (4, 5, 10)]	<input type="checkbox"/>	<input type="checkbox"/>
4. The district has a written process in place that defines student exit procedures. [Sec. 31a (4, 5, 6, 7, 13, 16)]	<input type="checkbox"/>	<input type="checkbox"/>
5. The district has a written process in place that defines how and when services are provided. [Sec. 31a (4, 5, 6, 7, 10)]	<input type="checkbox"/>	<input type="checkbox"/>
6. Section 31a program services are allowable in accordance with program legislation. [Sec. 31a (4, 5, 6, 7, 10, 16)]	<input type="checkbox"/>	<input type="checkbox"/>
7. The district has a written process for filling Section 31a positions. [Sec. 31a (14)]	<input type="checkbox"/>	<input type="checkbox"/>

On Site Reviews

8. The district has a written process in place that defines student entrance procedures. [Sec. 31a (4, 5, 6, 7, 13, 16)]	<input type="checkbox"/>	<input type="checkbox"/>
9. The district has a written procedure for program evaluation using the MDE Program Evaluation Tool. [Sec. 31a (4, 5, 10)]	<input type="checkbox"/>	<input type="checkbox"/>
10. The district has a written process in place that ensures program accountability. [Sec. 31a (8)]	<input type="checkbox"/>	<input type="checkbox"/>
11. The use of the flexibility provision meets all Michigan Department of Education criteria. [Sec. 31a (10)]	<input type="checkbox"/>	<input type="checkbox"/>
12. The class size reduction program meets all Michigan Department of Education criteria, if applicable. [Sec. 31a (10)]	<input type="checkbox"/>	<input type="checkbox"/>
13. The district has a written process in place to ensure that the Section 31a programs and initiatives are aligned to the LEA/school continuous improvement plan. [Sec. 31a (10)]	<input type="checkbox"/>	<input type="checkbox"/>
14. Section 31a program services are focused on improving student academic achievement. [Sec. 31a (14)]	<input type="checkbox"/>	<input type="checkbox"/>
15. The district has a written process in place to ensure that Section 31a identification criteria are used to determine student needs in the design of programs and services. [Sec. 31a (13)]	<input type="checkbox"/>	<input type="checkbox"/>
16. Only Section 31a-eligible students are served. [Sec. 31a (13)]	<input type="checkbox"/>	<input type="checkbox"/>
17. The district has a written process for filling Section 31a positions. [Sec. 31a (14)]	<input type="checkbox"/>	<input type="checkbox"/>
18. Section 31a program services for students are aligned with identification criteria. [Sec. 31a (13, 14)]	<input type="checkbox"/>	<input type="checkbox"/>

On Site Reviews

Indicator

1. At the district level, a written process is in place to provide oversight for Section 31a programs and initiatives.

Evidence & Explanation

Organization chart, written processes/services;
agendas/minutes that support district level leadership related to programs/services;
documentation of monitoring of programs/services.

On Site Reviews

Indicator

2. The district has a written process in place that identifies the data used to measure proficiency.

Evidence & Explanation

State assessment data for relevant grade levels; local assessments, formative assessments, interim assessments for identified Section 31a students. Written policy and procedure.

On Site Reviews

Indicator

3. The district has a written process in place to ensure that stakeholders are updated on allowable uses of Section 31a funds to ensure services are allowable and in accordance with Section 31a legislation.

Evidence & Explanation

Policy and procedures, agendas, attendance sheets, updated copy of the program description and supporting documentation.

On Site Reviews

Indicator

4. The district has a written process in place that defines student exit procedures.

Evidence & Explanation

Policy and procedures, Documents that detail how students are exited from direct instructional support and/or direct non-instructional support; data supporting 3rd grade proficiency in reading or data demonstrating college/career ready.

On Site Reviews

Indicator

5. The district has a written process in place that defines how and when services are provided.

Evidence & Explanation

Policy and procedures, Classroom attendance sheets, after school attendance, summer attendance, case logs with time and duration of service.

On Site Reviews

Indicator

6. Section 31a program services are allowable in accordance with program legislation.

Evidence & Explanation

Policy and procedures,
Description of internal controls
defining a process to ensure that
programs meet the intent of the
legislation governing Section 31a
programs.

On Site Reviews

Indicator

7. The district has a written process for filling Section 31a positions.

Evidence & Explanation

Policy and procedures detailing hiring practices; job/position descriptions specific to 31a personnel; credentials of current 31a staff.

On Site Reviews

Indicator

8. The district has a written process in place that defines student entrance procedures.

Evidence & Explanation

Policy and procedures detailing the process for entering a student into a component(s) of a 31a program; documents detailing admission of students into program, minutes of meetings held to discuss entry of students/attendance sheets.

On Site Reviews

Indicator

9. The district has a written procedure for program evaluation using the MDE Program Evaluation Tool.

Evidence & Explanation

Policy and procedures detailing the process for identifying and monitoring program evaluation practices; Completed program evaluation tool detailing the program/initiative or strategy used. Data used to determine the efficacy of the program/initiative or strategy.

On Site Reviews

Indicator

10. The district has a written process in place that ensures program accountability.

Evidence & Explanation

Policy and procedure detailing the oversight of the Section 31a program. Updated copy of the program description and supporting documentation.

On Site Reviews

Indicator

11. The use of the flexibility provision meets all Michigan Department of education criteria.

Evidence & Explanation

Policy and procedure defining the district use of the flexibility provision, if applicable.
Documents detailing the schoolwide initiative(s) used based upon the criteria contained in the legislation.

On Site Reviews

Indicator

12. The class size reduction program meets all Michigan Department of Education criteria, if applicable.

Evidence & Explanation

Policy and procedure defining the district use of the class-size reduction, if applicable.

Spreadsheets containing lists of classes reduced; contract language, if available, detailing provisions governing class sizes; guarantees that it abides by the Title IIA guidelines.

On Site Reviews

Indicator

14. Section 31a program services are focused on improving student academic achievement.

Evidence & Explanation

Documents aligning the expenditure of Section 31a funds to individual student proficiency levels over time, specifically focusing on 3rd grade student proficiency in reading and 11th grade student preparation for college/career.

On Site Reviews

Indicator

15. The district has a written process in place to ensure that Section 31a identification criteria are used to determine student needs in the design of programs and services.

Evidence & Explanation

Policy and procedure addressing identification of students eligible for Section 31a services; program alignment documents for each student being served by Section 31a programs; identification worksheets.

On Site Reviews

Indicator

16. Only Section 31a students are served.

Evidence & Explanation

Class lists; service logs, including date/time and length of service. Identification worksheets.

On Site Reviews

Indicator

17. The district has a written process for filling Section 31a positions.

Evidence & Explanation

Policy and procedure defining the hiring process for Section 31a personnel. Job/position descriptions specific to 31a personnel; credentials of current 31a staff.

On Site Reviews

Indicator

18. Section 31a program services for students are aligned with identification criteria

Evidence & Explanation

Class lists; service logs, including date/time and length of service.
Identification worksheets

Questions?
For Further Information Contact

Regional Support Consultants
Office of Field Services
Michigan Department of Education
517-373-4004